With the dynamic impacts of COVID-19, course-specific and instructor-specific modality modifications will continue. The process below is designed to provide consistent and transparent decision-making regarding temporary (through 2/9/2022 3/31/2022) modality modifications. The process below is designed to support faculty and department chairs/school directors by ensuring consistency in process across the institution. This process is driven by the following guiding principles:

1. The impacts of COVID-19 will vary across courses and sections and different forms of field and clinical experiences; faculty members can exercise sound professional judgment regarding the timing and nature of temporary modality modifications.
2. Because each course and course section are unique, each modality modification may be specific to course, section, and instructor.
3. The student learning outcomes remain critical; thus, faculty and department chairs/school directors should work together to ensure these outcomes are met.

| Modality Modification Process | Step 1: Faculty communicate their intention to make a temporary modality change related to COVID-19 to the department chair/school director. This communication should include at a minimum a statement of the COVID-related reason for the temporary modality modification. Those reasons may include the following:
| | (1) the faculty member must quarantine due to exposure or illness, but the faculty member feels well enough to continue to deliver course content online;
| | (2) a significant portion of the students in a section cannot attend class due to quarantine requirements;
| | (3) the faculty member must provide eldercare or childcare for someone who is quarantining due to exposure or illness and is unable to care for themselves; or,
| | (4) other COVID-related issues as identified by the faculty.
| | Step 2: If the chair/director agrees that the reason for the modification is COVID-related, see Step 3. If the chair/director disagrees that the reason for the modification is COVID-related, the chair/director and faculty should discuss, and the chair/director should consult with the dean (or designee) for final resolution (if needed).
| | Step 3: Support the modality modification request; prompt the faculty to communicate with students within 24 hours of the modality modification approval regarding the temporary shift (noting the end date of 2/9/2022 3/31/22); update course materials; and, notify the dean's office to document the modification.

| Banner Coding Implications & Tracking | Temporary modality changes will not result in Banner course attribute updates; however, all extended temporary modality modifications should be tracked by the appropriate dean’s office. Tracking should include the impacted course CRN, the effective date, the scheduled modality, the updated modality, and the reason for the change.

| Course Syllabi Implications | Faculty should communicate to students through the course materials appropriate expectations, including any necessary updates to the course attendance policy. Faculty should ensure that the course syllabus reflects appropriate expectations given the temporary modality modification.

| Student Communication | Faculty must ensure prompt notification to students enrolled in sections.

**Note:** Updated guidance will be provided prior to 2/9/2022 3/31/22 to describe future processes related to course modality modifications. Any modality modification approved under these guidelines will end on 2/9/2022 3/31/22. For the purpose of this document, any reference to faculty applies to all individuals listed as instructors of record.